

Award 23158

Form 1:
Task Order Request Form
Revised 08/01/2022

Request Date: (Must be the date submitted to OGS)	Enter date Form 1 submitted to OGS
Agency Name:	Enter Agency responsible for the payment of the Task Order
Agency Contact Person(s):	Enter contact person(s) specific to this Task Order for use by the OGS HBITS Team and Contractors.
Agency Contact Email:	Enter email address of contact person(s) identified above
Agency Contact Phone Number:	Enter phone number of contact person(s) identified above
Has Agency received the necessary internal Agency (management) approval(s) to support this Position(s)?	Enter YES NOTE: By responding YES to this question, the Agency is attesting to the fact that the necessary internal approvals have been received prior to the submission of this Task Order Request. Proof does not need to be submitted to the OGS HBITS Team.
Has Agency received PTP approval from ITS to support this Position(s), if applicable?	<u>Executive Agencies, excluding ITS</u> Enter YES NOTE: By responding YES to this question, the Agency is attesting to the fact that the necessary PTP approval has been received prior to the submission of this Task Order Request. Proof does not need to be submitted to the OGS HBITS Team. <u>Nonexecutive Agencies and ITS</u> Enter N/A
Has Agency received DOB approval to support this Position(s), if applicable?	<u>Executive Agencies</u> Enter YES NOTE: By responding YES to this question, the Agency is attesting to the fact that the necessary DOB approval has been received prior to the submission of this Task Order Request. A copy of the approved B-1184 must be submitted to the OGS HBITS Team. <u>Nonexecutive Agencies</u> Enter N/A
Will Federal Funding be used to pay (in whole or in part) for this Position(s)? (Per Attachment 7, Section 1.7.6)	Enter YES or NO
If YES, identify any additional Federal terms and conditions that are required to be included.	Enter any additional Federal terms and conditions. Provide as an attachment if more space is needed.
Is this a request for the NYS Department of Labor? (Per Attachment 7, Section 1.7.6.1)	Enter YES or NO
Is this a Project/Program specific Position?	Enter YES or NO
If YES, list the Project/Program Name:	Enter Project/Program name. For example: "SFS", "Connections", "WIC".

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EXEC or NON-EXEC

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Provide a short description of the Position:	Enter a short description of the Position. NOTE: This should not include day to day tasks of the Position or desired traits and/or experience of the Candidate.
Provide a list of the day-to-day tasks to be performed by the Selected Candidate:	Enter a descriptive and specific description of the day-to-day tasks expected to be performed by the Candidate. NOTE: This should not be a description of the Position and should not include any desired traits and/or experience of the Candidate.
Is this a new or existing Position(s)?	Enter NEW (if the Position is newly created) or EXISTING (if it is an existing Position)
Number of Position(s) being requested: (Maximum of 5 per Attachment 7, Section 1.2.1)	Enter 1, 2, 3, 4 or 5
Position Job Title: (Per Attachment 4)	Enter the specific Job Title being requested. This must match the Job Title of the Position Mandatory Qualification below. NOTE: If Skill Level is Expert, the Agency must provide a justification for the need of an expert in a separate Microsoft Word document to be submitted with the Form 1 Request.
Position Skill Level: (Per Attachment 4)	Enter the specific Skill Level being requested. This must match the Skill Level of the Position Mandatory Qualification below.
Number of Form 2 Candidate Responses allowed per Contractor, per Position? (1 or 2 per Attachment 7, Section 1.2.2)	Enter 1 or 2.
Target Start Date: (30 Business Days minimum and 90 Calendar Days maximum from date of request)	Enter valid date that is no earlier than 30 Business Days (excluding Holidays) and no later than 90 calendar days from the date the Form 1 Request was submitted.
Engagement Length in Months: (2 to 30 per Attachment 7, Section 1.2.3)	Enter 2 through 30 months. This must be stated in terms of whole months and/or in increments of .25 (to represent approximately 1 week). NOTE: Per Section 1.2.3, the Engagement Length is used when determining the expiration of a Task Order, which begins on the date the first Selected Candidate was onboarded. NOTE: If the Agency has a pre-determined expiration date, the Engagement Length should be carefully estimated to ensure that the Engagement does not expire too early.
Is this a Full or Part-Time Position? (Full-Time is 40 Hours Per Week)	Enter FULL-TIME (if for a 40-hour work week only) or PART-TIME (if for a work week of less than 40 hours, including a 35 or 37 ½ hour work week)
If Part-Time, enter approximate number of hours per week:	Enter N/A (if position is Full-Time) Enter the number of hours anticipated per work week if Part-Time.
What are the daily work hours? (Note if negotiable or list preferred start and end time):	Enter the anticipated daily work hours of the Candidate. NOTE: The hours must account for a ½ hour or greater lunch period and be able to support Part or Full-Time selected above. For example: If the position is listed as Full Time, the Daily Work Hours might be listed as "Between 7:30 AM – 9:00 AM and 4:00 PM and 5:30 PM, with ½ hour lunch.

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Where is the Home Base Region? (Per Attachment 4)	Enter 1, 2 or 3
Where is the physical work office located?	Enter the Building Name, Full Street Address, City, State and Zip Code of Candidates expected work location.
Is telecommuting allowed for this position? (As designated by the Authorized User)	Enter YES or NO
If YES, note if negotiable or list the percentage allowed/number of days allowed per week	Enter negotiable, a percent, or number of days per week.
What is the format of the Candidate interview?	Enter In-Person, Telephone, or Webcasting
If Webcasting, is Candidate required to be on camera?	Enter YES or NO
What type of software is typically used by the Agency?	Enter the type of Software typically used by the Agency. This Field may not be left blank. For example: "IBM" or "Agency is primarily an IBM shop".
What type of hardware is typically used by the Agency?	Enter the type of Hardware typically used by the Agency. This Field may not be left blank. For example: "Unisys" or "Agency is primarily a Unisys shop".
Position Mandatory Qualification (Per Attachment 7, Section 1.2.4)	
<p>Enter the Job Title selected for the Position and the associated Job Title Definition.</p> <p>Enter the Skill Level selected for the Position and the associated Required Experience.</p> <p>Items above are included on Attachment 4.</p> <p>NOTE: The Job Title and Skill Level of the Position Mandatory Qualification must match the Job Title and Skill Level chosen above.</p> <p>SAMPLE: Software Analyst Studies the software application domain, prepares software requirements, and specification documents. Liaises between the software users and the software developers. Conveys the demands of software users to the developers. Skills include: Working knowledge of software technology; Computer programming experience/expertise; General business knowledge; Problem solving/reduction skills; Interpersonal relation skills; Flexibility and adaptability</p> <p>Senior 60 - 84 months</p> <p>Candidate is able to work independently, without assistance and provides guidance to others. May have an advanced education.</p>	<p>Pass/Fail OGS HBITS Determination</p>

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Position Requested Qualifications (Per Attachment 7, Section 1.2.5)			
Requested Qualification Number	Requested Qualification	Points Assigned for Meeting Qualification (Always 75% of Max Points)	Maximum Points Assigned for Exceeding Qualification (Max Points)
1.	Sample: X Months of Experience in Y doing Z	7.5	10
2.	Sample: X Months of Experience in Y doing Z	7.5	10
3.	Sample: X Months of Experience in Y doing Z	7.5	10
4.	Sample: X Months of Experience in Y doing Z	7.5	10
5.	Sample: X Months of Experience in Y doing Z	7.5	10
6.	Sample: X Months of Experience in Y doing Z	7.5	10
7.	Sample: X Months of Experience in Y doing Z	3.75	5
8.	Sample: X Months of Experience in Y doing Z	3.75	5
9.	Sample: Bachelor's Degree	3.75	5
10.	Sample: Project Management Professional Certification	3.75	5
Required Documentation	Résumé	0	0
Requested Documentation	Sample: Please submit copy of certificate, degree, etc.	0	0
Requested Qualifications Must Always Total 80 Points for Maximum Score		60	80
Interview Must Always Total		20	
Total Score		100	
Additional Information Requests:			
Are there additional security requirements for the Authorized User?	Enter YES or NO		
If YES, include the additional security requirements:	If YES, enter additional security requirements for the Engagement If NO, leave blank or enter N/A		
Will additional training potentially be required during the Engagement?	Enter YES or NO		
If YES, provide description of anticipated training:	If YES, provide anticipated training If NO, leave blank or enter N/A		
What type and/or manner, of knowledge transfer is requested during the Engagement?	Enter a detailed and specific type and/or manner of Knowledge Transfer that is being requested during the Engagement		
Is travel anticipated during the Engagement?	Enter YES or NO		
If YES, list anticipated frequency and locations for travel:	If YES, list frequency and locations of travel If NO, leave blank or enter N/A		

Commented [KT(1)]: Agency will determine each Requested Qualification of the Position.

The number of months experience assigned to any Requested Qualification should not exceed the number of months experience of the selected Skill Level.

Each Requested Qualification must be measurable and quantifiable. **For example:** "36 months experience in writing SQL Code" NOT "3 years of strong knowledge in SQL"

The Requested Qualifications must not be written to specifically target a Candidate and/or include any desired traits and/or specific experience of a specific Candidate.

Commented [KT(2)]: Assign a Point Value to each Requested Qualification for *Meeting Qualification* for an overall total of 60 points. The assigned Point Value for each Requested Qualification must be 75% of the Point Value assigned for *Exceeding Qualification*.

Commented [KT(3)]: Assign a Point Value to each Requested Qualification for *Exceeding Qualification* for an overall total of 80 points.

Commented [KT(4)]: Enter any documentation that you would like submitted with the Form 2 (such as a certificate, degree, etc.). Per the Contract, these additional documents are not required to be submitted with the Form 2, therefore, no points value may be assigned. In addition, the Agency cannot use any submitted documents during 3A Scoring.